

36 N. Center Street
Marshalltown IA 50158-5001
Housing Inspections – Tel – (641) 754-6582
Joan Helm, Ext. 147 or (641) 750-2943
jhelm@ci.marshalltown.ia.us
Becky Borota, Ext. 148 or (641) 750-3081
rborota@ci.marshalltown.ia.us
Fax – (641) 754-5742

New Owner of Existing Registered Rental Property Form

Registered Rental definition: A rental property that is currently registered with the City of Marshalltown's Rental Registration Program and current with inspection fees and has a valid Letter of Compliance issued by the Housing Inspection Office.

New rental definition: A new rental is a property, which has not been registered with the City of Marshalltown within the last six months. This may include new construction, older home conversions, or changes from owner occupied to renter occupied status.

| Address of rental property: | | Units: | | |
|--|-------------------------------------|--|--|--|
| Parcel Identification Number (PIN): | | Year Built: | | |
| Are you buying on contract? \(\sigma\) Yes \(\sigma\) No | | | | |
| Previous Owner's Name: | | | | |
| Last Inspected: | Inspection Due: | | | |
| Type of Complex: ☐ Single Family Detached ☐ Single Family Attached (Duplex) ☐ Multi-family (3 units or more) ☐ Single Unit Commercial Bldg. ☐ Multi-unit Commercial Bldg. | 2 Bedroom 4 Bedroom 6 Bedroom | iciency) 1 Bedroom 3 Bedroom 5 Bedroom | | |
| Are you planning a change of occupancy? □ Yes □ No For example, a 3 unit into a 4 unit or into a boarding house. All change of occupancy must first be reviewed and approved by the City Planner, City Building Official and City Fire Marshal before implementation and/or use. a. Must provide detailed floor plans for these reviews. | | | | |
| Name of Garbage Hauler: | | | | |
| Have you received a copy of the pre-inspection guidelines? | | | | |
| We recommend that all landlords read Legal Aid of Iowa's <i>A Guide to Landlord Tenant Law in Iowa</i> . You can order a copy from them or you can read it at the Marshalltown Public Library. Ask for it at the reference desk. You can also view a short summary of the book at http://www.iowalegalaid.org/resource/summary-of-iowa-landlord-and-tenant-law but remember it is not all inconclusive. | | | | |
| Contacts | | | | |
| Michelle Spohnheimer, Director | 641-754-5756, ext 107 | | | |
| Stephen Troskey, City Planner | 641-752-3154 | | | |
| Scott Riemenschneider, Building Official | 641-754-5737 | | | |
| Geri Larson, Section 8 Administration | 641-754-5756, ext 110 | | | |
| Joan Helm, Housing Inspector, landlords A-K | 641-754-6582, ext 147 | | | |
| Becky Borota, Housing Inspector, landords L-Z | 641-754-6582, ext 148 | | | |
| City of Marshalltown Lead Hazard Control Program | 641-754-6583 | | | |
| Rebecca Travers, Housing Administrative Asst. | 641-754-6583, ext 150 | | | |
| Dave Daters, City Electrician/Public Works 641-691-8546 | | | | |

Owner and/or Property Agent Information

Chapter 15.5 of the City of Marshalltown Ordinances requires that all owners/operators of rental properties provide the names, addresses and telephone numbers of the owner and/or operator of which one must be one natural person living close enough to the city so as to conveniently act as agent or operator, or such other person with whom the housing inspector will communicate with respect to the dwelling unit and the requirements of this chapter.

| Owner Name: | | | | |
|---|-----------------|--------|---------------------------|--|
| Address: | | Maili | ing Address: | |
| City, State & Zip Code: | | | | |
| Telephone Number: | | | ☐ Preferred Contact | |
| Cell Phone Number: | | | ☐ Preferred Contact | |
| Work Number: | | | ☐ Preferred Contact | |
| Fax Number: | | | | |
| Email Address: | | | | |
| Property Agent (as assigned by owner): | | | | |
| Address: | | Maili | ing Address: | |
| City, State & Zip Code | | | | |
| Telephone Number: | | | ☐ Preferred Contact | |
| Cell Phone Number: | | | ☐ Preferred Contact | |
| Work Number: | | | ☐ Preferred Contact | |
| Fax Number: | | | | |
| Email Address: | | | | |
| Corporation Name: | | | | |
| Corporation Primary Agent: | | | | |
| Corp. Address: | | Corp | o. Mailing Address: | |
| City, State & Zip Code | | | | |
| Corporation Telephone: | | | Corporation Fax: | |
| Corporation Email: | | | | |
| | | | | |
| Preferred Billing Address: | | | | |
| Preferred Contact for Inspect | ion Scheduling: | | | |
| This application has been completed accurately to the best of my knowledge. I understand that my rental property/properties must comply with the City of Marshalltown Ordinances including the Housing Ordinance. | | | | |
| I understand that violation of the City Ordinances are subject to penalty and could result in a denial or revocation of the rental property's Letter of Compliance. | | | | |
| Signature of Owner or Authorized | Agent | | Date | |
| Vendor ID Number: | | I Span | nish Speaking: 🗆 Yes 🗀 No | |

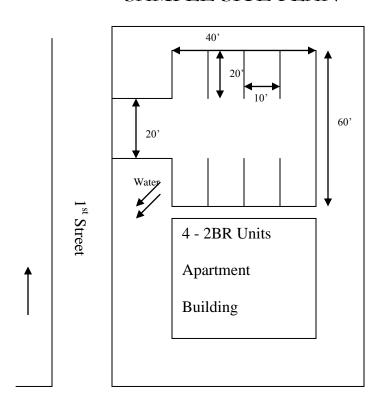
Site Plan Required

1. Standard Site Plan Requirements:

Standard site plans shall include the following information:

- a) Date of preparation and north arrow;
- b) A scale no larger than 1" = 10' and no smaller than 1" = 100';
- c) Name, address, and phone number of the owner of record of the property, applicant, and the person(s) or firm preparing the site plan;
- d) Property lines;
- e) Location and applicable dimensions of existing structures and applicable driveways, entrances and parking areas;
- f) Location and dimensions of the proposed developments, including height.
- g) A storm water management plan that details the direction of surface flow, any detention and/or retention areas, and any outlet control structures and devices. Additional information may be required if deemed necessary by the City Engineer.
- h) Where applicable, elevation views of existing and proposed structures from all directions. These elevation views shall indicate shape, height, type and color of materials. All drawings shall be to scale, with the scale indicated.

SAMPLE SITE PLAN



Main Street

| | Name: |
|-------|----------------|
| North | Address: Date: |